

7-13-2010

Meeting Minutes

WKU Council of Academic Deans

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Minutes
Council of Academic Deans
July 13, 2010
1:00 p.m.

Members Present: Robert Reber, Richard Bowker, Michael Binder, Ron Stephens, John Bonaguro, Don Swoboda, Blaine Ferrell, Sam Evans, Rick Sutton, Ladonna Hunton, Alecea Hawkins, David Lee, Timothy Brotherton, Doug McElroy, Tuesdi Helbig, Craig Cobane, Dennis George and Gordon Emslie.

Guests Present: Stacey Biggs

I. Information/Clarification:

A. College Publications and New Web Sites

Stacey Biggs, Chief Marketing Officer, discussed College publications and web sites. She indicated Public Affairs is available to assist Colleges with publications and web sites as needed. She distributed the WKU Logo Quick Reference Guide.

The University is in process of rebuilding the WKU Home Page. The goal is to launch the new page in January. Gordon Emslie invited Stacey to come back in October for input from Deans.

B. SACS Plan

Per Doug McElroy, we are finalizing a plan structure for use for the next two academic years based on President Ransdell's WKU Guide. We expect it will have three strategic goals in place of the current five goals. Units will begin using these goals to develop their action plans beginning this fall.

C. Out-of-the-Office Calendar Information

Gordon Emslie asked Deans to send an email to Teresa Jackson indicated when they will be out of the office and who will be the acting Dean while they are away. He also asked for a cell number to be provided if the Dean can be reached while away. Teresa will add the information to an Out-of-the-Office Calendar.

D. Provosts' Report

Gordon Emslie discussed changes in the Organization Chart and indicated it is a work in progress.

The departmental tours for Gordon Emslie and Gordon Baylis will be scheduled soon for this fall.

Regular monthly meetings for Deans to meet with Gordon Emslie will be scheduled soon. The meetings will last 45 minutes to 1 hour. Gordon asked Deans to bring an agenda or send information the day prior to the meeting. If more meetings are needed, we can change the schedule to meet every two weeks.

On-going searches are listed below:

- Glasgow Director – Search has been extended to broaden the candidate pool.
- Associate Vice President for Extended Learning and Outreach - Dennis George is chairing this search.
- Gordon Ford College of Business Dean – Sam Evans is chairing this search. Gordon Emslie will charge the search committee on July 19.
- Institutional Research Director – Doug McElroy is chairing this search.
- Associate Vice President for Enrollment Management – This search will continue until the end of the fall semester or early spring.

E. New Chair for Ad Hoc Committee on Curriculum and Governance

Andrew McMichael has stepped down as Chair of the Ad Hoc Committee on Curriculum and Governance after being appointed as Assistant Dean in Potter College of Arts and Letters. Gordon Emslie asked Deans to recommend a new Chair. After discussion, it was agreed to recommend Nevil Speer. Gordon Emslie will take the recommendation to Kelly Madole. John Bonaguro requested a representative from CHHS be included on this committee. He will forward a recommendation to Gordon Emslie.

F. Other

Gordon Emslie informed Deans he attended a reception for Navitas in Boston on Tuesday, July 13, 2010. Dean Kahler traveled with him to the reception.

II. Discussion/Action Items:

A. College Meetings

There was discussion regarding Gordon Emslie attending College meetings for the beginning of the Fall 2010 semester. After discussion, it was agreed he will begin putting College meetings on his schedule. Departmental meetings will occur later in the fall.

B. Faculty Appointment Letters

Faculty appointment letters are currently signed by President Ransdell. There was discussion regarding changing the current process to letters being sent from the Dean and including expectations for the position in the letter. Richard Miller will forward Deans letters that are currently sent to new faculty from President Ransdell.

Gordon Emslie recommended that information regarding criminal background checks be added to the letters.

Don Swoboda asked if letters going to professional administrative staff could come from departments instead of President Ransdell. Gordon Emslie will look into the possibility.

Gordon Emslie indicated it is important for him to have knowledge of the letters going to new faculty and asked Deans to forward letters for his review before they are mailed.

The new process will be discussed further before it is implemented.

C. Extra Compensation for Academic Administrators

There was discussion regarding the Revised Final Draft regarding Extra Compensation for Academic Administrators. Gordon Emslie suggested the document be made broader with the opportunity to do something positive for more individuals. Richard Miller has received additional questions from Deans regarding the document following the June 22 CAD meeting and agrees it should be reviewed again. There was discussion regarding options for 9-month and 12-month employees.

Gordon Emslie asked the sub-committee to review the document again and asked if others want to be included on the Committee. Sam Evans will join the Committee. Gordon recommended Steve Haggbloom be invited to review the document also.

D. Department Head Advisory Council

There was discussion regarding the Department Head Advisory Council and Gordon Emslie meeting with the group. Deans indicated they are comfortable with him scheduling a meeting with the Department Head Advisory Council.

There was discussion regarding how information is sent to department heads from the advisory council. Gordon will meet with the Department Head Advisory Council and move toward better dissemination of information.

E. CAD Retreat Agenda

There was brief discussion regarding items for the CAD Retreat Agenda.

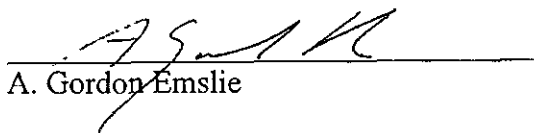
The meeting was adjourned.

Respectfully submitted,



Teresa Jackson

Minutes Approved


A. Gordon Emslie